Tutor Induction Record

Name of tutor:

|  |  |
| --- | --- |
|  | **Date** |
| Tutor Course File(s) available for each course taught* Course information Leaflet
* Registers (paper or electronic)
* Curriculum plans
* Learner induction checklist
* Recognising and Recording Progress and Achievement (RARPA) forms
* Health and Safety Classroom / Activity Risk Assessments
 |  |
| Guidance and support on Hampshire Achieves’ quality assurance and improvement processes and how to complete the necessary quality documentation |  |
| RARPA Policy and procedures, including guidance and support on the processes and stages of RARPA |  |
| Policy and procedures for the Observation of Teaching, Learning and Assessment (OTLA)  |  |
| Health and Safety Policy, access to Health and Safety training and awareness of relevant requirements including:* responsibilities with regard to risk assessment
* name of the Fire Warden and how to evacuate learners in case of fire
 |  |
| Policy for the Safeguarding of Children and Vulnerable Adults and PREVENT Duty and information about how and when to report any concerns. Responsibility for providing:* a safe learning environment for all learners and
* opportunities for learners to discuss safety issues
 |  |
| Equality, Diversity & Inclusion Policies and awareness of current legislation and own responsibilities to:* promote equality and support diversity & inclusion
* celebrate cultural diversity within the learning environment
* produce teaching and learning resources that are accessible and promote cultural diversity and British values.
 |  |
| Responsibilities under the Equality Act (2010) including: * the responsibility to make adjustments to teaching and learning
* providing regular opportunities for disclosure
* the responsibility to pass information on to others regarding a learner’s disability and/or learning difficulty (providing consent has been obtained)
* respecting the rights of a learner
 |   |
| Responsibilities concerning the General Data Protection Regulations (GDPR) including:* ensuring that data about a learner is kept in a secure location
* ensure that no information about a learner’s disability and/or learning difficulty and shared unless specific written consent by the learner has been given
 |  |
| How to report:* Health and Safety Concerns
* Compliments / Complaints
* Absences
* Requests for learner / learning support
* Safeguarding and Prevent issues
 |  |
| For learners with specific learning needs, information about:* where specialist equipment is available
* how and where to gain relevant support
* guidance on assessing for reasonable adjustments
 |  |
| Arrangements for booking rooms / equipment; obtaining teaching and learning resources |  |
| Employment conditions and where to refer any queries |  |
| Staff development and training opportunities including * VLE login / access
* Accessing Hampshire Achieves CPD events
 |  |
| Awareness of educational standards[Further education and skills handbook - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-eif/further-education-and-skills-handbook-for-september-2021#the-evaluation-schedule-and-grade-descriptors)[Education inspection framework - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/education-inspection-framework/education-inspection-framework)[Professional Standards for Teachers and Trainers (et-foundation.co.uk)](https://www.et-foundation.co.uk/professional-standards/) |  |
| Support available from key personnel, and how to access this |  |
| Centre’s self-assessment and quality improvement processes; and tutor’s involvement in the processes. |  |

The following has been covered as part of the tutor induction process.

Tutor: Date:

Centre Manager: Date: